

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice PM-2299

For: FAS National Office Employees

2002 and 2003 Excellence in Government Fellows Programs

Approved by: Deputy Administrator, Management



1 Overview

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Purpose

This notice announces that HRD, Training and Development Branch (TDB) is accepting nominations for the Fellows Program and e-Government Fellows Program, which are sponsored by the Council for Excellence in Government (CEG).

Note: Candidates for these programs **must** be nominated by a member of the Senior Executive Service (SES) or Senior Foreign Service (SFS).

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**Program
Overview**

The Fellows Programs:

- are 1-year programs for Federal employees at the 14 level or above

Note: Employees at the GS-13 level with exceptional management potential may also be considered.

- are leadership development opportunities for mid-career Government managers
- challenge participants to build fast-moving, customer-focused, results-oriented organizations
- allow participants to continue to perform their job duties and attend monthly meetings, leadership workshops, and site visits to major corporations and Government agencies.

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Disposal Date

September 1, 2002

Distribution

FAS National Office employees

1 Overview (Continued)

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Program Costs

Tuition is as follows:

- \$7,800 for the Fellows Program
- \$9,750 for the e-Government Fellows Program.

The total travel cost is estimated at \$2,000.

Note: The travel cost is based on travel from the greater Washington, D.C. area.

Tuition for employees will be paid from Washington-controlled funds. Tuition does **not** include travel and lodging costs. Travel and lodging costs will be funded by the individual's office travel budget.

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Contact

If there are questions about this notice, contact Arlene Bailey, HRD, TDB on 202-418-9043 or TDD 202-418-9107.

2 Nomination Process

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Nominee Prerequisites

CEG has established the following prerequisites for accepting applicants:

- nominees must be at the 14 level or above

Note: Employees at the GS-13 level with exceptional management potential may also be considered.

- based in the Washington, DC area or can travel to Washington, DC meetings
 - committed to improving the performance of Government
 - viewed as current and future leaders of FAS
 - willing to explore new ways of working to achieve results
 - demonstrated high achievement and leadership potential
 - committed to personal and professional growth
 - nominated by a member of SES or SFS.
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2 Nomination Process (Continued)

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Nomination Packages

Eligible employees may apply for the Fellows Program by submitting a nomination package containing the following:

- completed **Fellows Program Application** (Exhibit 1)

Note: Reproduce the Fellows Program Application from this notice or download it from the Council's website, **www.excelgov.org**.

- completed **Fellows Nominator's Statement** (Exhibit 2), which must be completed by a member of SES or SFS who has personal knowledge of the candidate's abilities and who will serve as the candidate's sponsor during the program year

Note: Reproduce the Fellows Nominator's Statement from this notice or download it from the Council's website, **www.excelgov.org**.

- provide a **written statement of up to 1 page** addressing how the abilities or competencies in the following areas are supported in your current position

Note: When providing the written statement, address the following abilities or competencies individually:

- oral
- written
- interpersonal communication
- leadership
- initiative
- technical competence.

- provide a description of no more than 300 words of a work project you would like to benchmark as part of the program

Note: This need not be the project you will ultimately evaluate.

- a list of all **formal training courses** taken in the last 5 years
- **memorandum from the supervisor** offering concurrence of applicant's participation in the Fellows Program.

Note: Do **not** submit a completed SF-182 until the nominee is notified of selection for the Fellows Program.

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2 Nomination Process (Continued)

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Where to Send Nomination Packages

Send the original and 6 copies of the completed nomination forms using 1 of the following methods.

IF sending by...	THEN use the address...
department mail	ARLENE BAILEY USDA FSA HRD TDB STOP 0574
regular mail	ARLENE BAILEY USDA FSA HRD TDB STOP 0574 1400 INDEPENDENCE AVE SW WASHINGTON DC 20250-0574
FedEx	ARLENE BAILEY USDA, FSA, HRD, TDB 2101 L STREET, N.W. SUITE 303-A WASHINGTON, DC 20037-1526

Note: FAXed copies of the nomination packages will **not** be accepted.

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Deadline

All nomination packages must be received in HRD, TDB by **April 25, 2002**. Nominations received after that date will **not** be considered. Substitution of nomination items will **not** be permitted after the deadline.

3 Selection Process

A Participant Selection

The participant selection process is as follows.

- TDB reviews applications for eligibility.
- A panel will review and rank employee nominations using criteria established Agencywide. Candidates will be considered without discrimination for any nonmerit reason such as race, color, religion, sex, national origin, age, marital status, or disability.
- TDB selects and facilitates panels. All panels may include 3 program-area participants, 1 nonvoting TDB representative, 1 nonvoting EEO representative, and 1 nonvoting Union representative.
- The Executive Advisory Group makes selection recommendations to the Administrator based on panel rankings.
- Administrator or designee selects final participant(s).

No panel will be held if the number of applications received does not exceed the number of positions available.

C Accommodation

Persons with disabilities who require accommodations to attend or participate in this training should contact Arlene Bailey at 202-418-9043 or TDD at 202-418-9107.

Note: Some accommodation services require at least 3 workdays' notice to schedule.

D CEG Notification

Final selections will be made by CEG.

Fellows Program Application

FELLOWS PROGRAM APPLICATION

NAME		
TITLE		
AGENCY		
OFFICE/WORK UNIT		
DEPARTMENT/BUREAU		
OFFICE MAILING ADDRESS		
HOME MAILING ADDRESS		
OFFICE TELEPHONE	FAX	EMAIL
CURRENT GRADE/RANK		
SPONSOR'S NAME	SPONSOR'S EMAIL	
SPONSOR'S TITLE		
SPONSOR'S RELATIONSHIP TO CANDIDATE		
HOW DID YOU HEAR ABOUT THE PROGRAM?		

PROFESSIONAL BACKGROUND

Please respond to all three items. You may substitute with a professional vitae or resume. (Maximum three pages)

1. Career objectives
2. Employment history
3. Education history, including any management/leadership development programs

PERSONAL VISION, COMMITMENT, AND EXPECTATIONS

1. Why are you applying to the Council for Excellence in Government Fellowship program or the e-Government Fellowship program? (Maximum 300 words)
2. This section is about your leadership history.
 - a. Describe your leadership experiences to date. (Max 300 words)
 - b. What would make you a better leader? Indicate the parts of your answer that you hope to target for work in the Fellows' program. (Max 300 words)
3. Answer any ONE of the following three questions:
 - a. Describe one professional accomplishment of which you are particularly proud. What changed as a result both in the world and in you?
 - b. Describe one of your professional failures. What did it teach you?
 - c. Describe an experience when you were a mentor. What did you learn? (Maximum 300 words)

In addition, for e-Government Fellow applicants to answer:

1. Describe your vision of how your agency should/could operate in an electronic government environment. What would change? Why? What would be the impact of these changes for your stakeholders, including the American public? (Maximum 300 words)

YOUR EXPERIENCES WITH LEADING FOR RESULTS

As a participant in Council's Fellows program, you will be asked to identify and undertake work that involves *specific, measurable, important results* in your agency. This work will be carefully chosen by you and your coach to meet the goals of developing your leadership skills and providing a return on investment for your agency.

Please address the following to provide us with a baseline of your experience with leading for results to date.

1. Describe an organizational strategy which you helped implement. Discuss the role of *measurements* in the implementation and your assessment of their effectiveness and/or shortcomings. (Maximum 300 words)
2. Describe an issue or problem at work that you tackled but where the results differed from your original expectations. What lessons did you learn about getting *results*? (Maximum 300 words)

* Application file will be kept confidential

Fellows Nominator's Statement

SPONSORS STATEMENT OF RECOMMENDATION

In applying to one of the Fellows programs offered by the Council for Excellence in Government, a candidate is committing to improving the performance of government and to becoming an effective leader who accomplishes results. The Fellows program is highly competitive. Your assessment of the candidate's performance and potential is an important component of the selection process. If the candidate is accepted, you will assume the full role of sponsor and play a part in supporting and guiding the Fellow throughout the year.

Please give us your candid thoughts about the candidate. The following questions are offered as a guide.

- ☐ How has the candidate demonstrated leadership?
- ☐ What personal qualities or characteristics in the candidate show that he/she is an emerging leader?
- ☐ How will your organization support the candidate in initiating the innovative leadership methods gained from the program?
- ☐ How will the candidate, your organization and the government benefit from the candidate's experience as a Fellow?

NAME OF CANDIDATE

NAME OF SPONSOR

TITLE OF SPONSOR

AGENCY

MAILING ADDRESS

MAILING ADDRESS

PHONE/ FAX/EMAIL

ARE YOU A SENIOR FELLOW (GRADUATE OF THE EXCELLENCE IN GOVERNMENT FELLOWS PROGRAM OR E-GOVERNMENT FELLOWS PROGRAM)?